



TRANSFER OPPORTUNITY
For Current State Employees
MANAGEMENT SERVICES TECHNICIAN
San Francisco

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS

Position: Management Services Technician
Permanent - Full Time

Salary: \$2495 – 3034 (Range A)
\$2817 – 3426 (Range B)

Location: 455 Golden Gate Avenue, 10th Floor, San Francisco

Duties: This position is responsible for preparation and coordination of appropriate procurement documents, and is responsible for DAS' CAL/CARD program; Coordinates personnel transactions and details for Headquarters and district offices; Serves as Attendance Reporting Officer for Headquarters Personnel and assists in the training of Attendance Reporting Officers in the District Offices.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending a completed STD 678 State application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142
Attention: Kim Fulcher
Telephone: 415-355-5475

Applications accepted until July 18, 2008 or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.